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FILED: Records 2

SECRET

RETURN TO  
RECORDS MANAGEMENT DIVISION

TO: REGULATIONS CONTROL STAFF, [REDACTED]

25X1A6D

CONCURRENCE SHEET

PROPOSED ISSUANCE: [REDACTED] Destruction of Classified or  
Controlled Material

Draft A dated 27 Dec 1955

CONCUR:

- (a) Substance
- (b) Classification
- (c) Distribution
- (d) Sterilization

[REDACTED]

25X1A9A

Chief, Records Management Staff

17 January 1956

1. Please add the following paragraphs:
  - 2f. RECORDS CONTROL SCHEDULE. An approved written plan identifying material that is to be retained or destroyed.
  - 3c. Legal determination as to whether material is record or non-record is embodied in Records Control Schedules approved by concerned Headquarters components.
2. Regarding paragraph 5a(5), it would seem appropriate to require that certificates of destruction be prepared in duplicate only when TOP SECRET material is destroyed by someone other than the TOP SECRET Control

(continued)

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Officer, e.g., the custodian of the material. In such cases, the custodian would retain a copy of the certificate and forward the original to the TOP SECRET Control Officer.

JPH 1/17/56

fgl 1/17/56

LLg 1/17/56

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